



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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MCO 1510.64B  
C 461  
4 Aug 97

MARINE CORPS ORDER 1510.64B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR THE  
SURVEILLANCE SENSOR OPERATOR, MILITARY OCCUPATIONAL  
SPECIALTY (MOS) 8621

Ref: (a) MCO 1510.34A  
(b) MCO 1553.1B  
(c) MCO 1553.2  
(d) MCO 1553.3

Encl: (1) Components of an ITS  
(2) ITS Management  
(3) Index of Tasks by Training Location, Level of  
Training, Sustainment, and Grade to Standard  
(4) Common ITS Listing  
(5) Training Support  
(6) Individual Training Standards for Surveillance  
Sensor Operator MOS 8621

1. Purpose. To publish the ITS System for MOS 8621.
2. Cancellation. MCO 1510.64A.
3. Summary of Revision. This Order has been revised in its entirety.
4. Background

a. The references establish the system used to publish all training standards, provide policy, and assign responsibilities for applying the Systems Approach to Training (SAT).

b. ITS's provide a common base of training for all Marines who have the same MOS. They provide the basis for the SAT of all individual training. ITS's are to be used by institutional and unit commanders to determine proficiency of individual Marines, to establish training plans and courses of instruction, and to maintain a progressive and systematic method to monitor training impacts on Individual Career Development Plans.

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c. ITS's are derived from Mission Performance Standards which come from combat requirements of the Fleet Marine Forces. Changes to doctrine, force structure, and the introduction of new weapons and equipment will require revision of this Order on a regular basis.

## 5. Information

a. ITS's are to be used by institutional and unit commanders to design, develop, conduct, and evaluate their individual training of Marines. Institutional commanders will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks and performance steps set forth herein. Task lists reported on Course Descriptive Data (CDD) sub-missions will consist of task titles contained in this Order. Unit commanders will use the task contained in this Order as the basis of individual training in their long range, short range, and near term training plans.

b. The ITS system for MOS 8621 contains the following:

(1) Enclosure (1) contains the components of an ITS.

(2) Enclosure (2) sets forth the ITS management, as it relates to use and maintenance.

(3) Enclosure (3) is an index of tasks by training location, level of training, sustainment, and grade to standard.

(4) Enclosure (4) does not apply to this MOS.

(5) Enclosure (5) lists training support in four categories:

(a) Appendix A, Training Devices, Simulators, and Training Aids.

(b) Appendix B, Training Equipment.

(c) Appendix C, Ammunition, Explosives, and Pyrotechnics.

(d) Appendix D, Training Materiel.

(6) Enclosure (6) lists ITS's for MOS 8621.

## 6. Action

a. Commanding General, Marine Corps Combat Development Command (MCCDC)

(1) Ensure that all units and institutions are using this Order to train personnel to the standards required of their grade and MOS.

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(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with FMF commanders, MOS/Occupational Field sponsors and with subject matter experts.

(4) Ensure coordination occurs with the Commander, Marine Corps Systems Command (MARCORSYSCOM).

b. Commanding Generals of the Fleet Marine Forces and Supporting Establishment Commands; and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order to implement the SAT process for surveillance sensor operator training.

(2) Establish managed on-the-job-training (MOJT) programs to train Marines using the tasks to form the basis of initial, sustainment, or refresher training proficiencies in units both for Surveillance Sensor Operator and command training plans.

7. Submission of Recommendations and Requirements. Recommendations concerning the contents of this Order are invited. Submit recommendations for change and recommended training requirements to the Commanding General, MCCDC (C 461) via the appropriate chain of command.

8. Mobilization. All ITS's in this Order will remain in effect during mobilization.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
K. T. HOLCOMB  
By direction

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8145001 (1)

COMPONENTS OF AN ITS

1. General. ITSs contain six components; task, condition(s), standard, performance steps, reference(s), and administrative instructions.

2. Alphanumeric System. Each ITS is identified by the MOS followed by a series of numbers which identify the Duty Area, and Task.

a. The MOS is identified by four Arabic numbers. The four numbers are the ones assigned to the MOS in the MCO P1200.7 (MOS Manual). For the Surveillance Sensor Operator MOS, the numeric designators would be 8621.X.X.

b. Duty areas are identified by ascending Arabic numerals and are numbered consecutively by MOS. The designator for the first duty area under MOS 8621 would be 8621.1.X.

c. Tasks within a duty area are numbered consecutively. The first task under the first duty area of MOS 8621 is numbered 8621.1.1. The second task under the third duty area of MOS 8621 is numbered 8621.3.2, and so forth.

3. ITS Components

a. Task. The task describes what a Marine has to do. It is a clearly stated, performance oriented action requiring a learned skill. Knowledge or enrichment topics which are required for the performance of a specific task are included in the Administrative Instructions. This type of information may very well comprise a separate class with its own TLO/ELO, but is not a separate task.

b. Condition(s). The conditions set forth the real world or wartime circumstances in which the tasks are to be performed. This element of an ITS underscores "realism" in training. When resources or safety requirements limit the conditions, this should be stated. It is important to understand that the conditions set forth in this Order are the minimum, and may be adjusted when applicable.

c. Standard. A standard is inviolate. It is not guidance, but a very carefully worded statement which sets the proficiency level expected when the task is performed. The standard should summarize the performance steps.

d. Performance Steps. There must be at least two performance steps for each task. Performance steps specify actions required to fulfill the proficiency established by the standard.

e. Reference(s). Reference(s) are doctrinal publications which provide the authority vested in the performance steps and references. References should be publications which are readily available.

f. Administrative Instructions. Administrative Instructions provide the trainer/instructor with special circumstances relating to the ITS such as safety, real world limitations, and knowledge or enrichment topics which may be a prerequisite to successful accomplishment of the ITS.

ITS MANAGEMENT

1. ITS Use

a. ITSS are the basis for all individual training in units and formal schools. Since ITSS are written for every MOS they specify every proficiency Marines are required to achieve as individuals in support of their unit combat missions.

b. ITSS provide measures of performance that must be used by unit commanders to both diagnose individual deficiencies and to evaluate training. Deficiencies should be recorded and scheduled on future training plans. ITSS which are mastered should be recorded in individual training records and scheduled for sustainment/refresher training in the future.

c. Institution commanders are responsible for providing instruction based on ITSS. These selected ITSS appear as tasks on item number 24 of the Course Descriptive Data. Using the SAT process, institutional commanders formulate programs of instruction (POI) which fulfill the requirements of the operating forces.

d. Unit and institution commanders must work in tandem so that individuals continue to receive instruction until mandated proficiencies are achieved. Individual training cannot and should not cease upon graduation from a formal school. Schools do not have the resources (people, time, money) to teach every ITS required for MOS proficiency. Unit commanders must recognize this and continue individual training. When Marines do achieve proficiencies, unit commanders must systematically record these proficiencies and establish periodic sustainment training according to the frequency set forth in enclosure (3).

2. ITS Maintenance

a. ITSS exist because of the threat. Changes which occur must be reflected in ITSS as a team effort of the formal schools, the operating forces, and staff agencies at Headquarters, U.S. Marine Corps and at the Marine Corps Combat Development Command. Changes in the threat, new weapons/equipment and doctrine will require new or updated training proficiencies.

b. ITSS are validated when they are used by institution and unit commanders. Changes can be initiated by units, institutions, or higher headquarters. In order to ensure quality training, ITSS must be updated continuously. Input will be systematically collected, staffed, and incorporated into ITSS at least annually.

c. ITS users should be critical of the ITSS as a whole as they support or fail to support a particular MOS.

d. Specific components of an ITS should also be examined for realism and pertinence.

e. ITS Management is dynamic. User maintenance is the key to refining proficiencies which best serve unit missions.

ENCLOSURE (2)

INDEX OF TASKS BY TRAINING LOCATION, LEVEL OF TRAINING, SUSTAINMENT,  
AND GRADE TO STANDARD

1. This enclosure identifies WHERE ITSs are taught, Training Location; the Level of Training regarding proficiency, "P" for preliminary, not to standard, and "S" for trained to standard; and the lowest grade required to demonstrate proficiency in each ITS.

2. The Training Location is either Formal School (FS) or MOJT.

3. Sustainment training is always the responsibility of the unit commander. The number in the MOJT column represents the number of months between evaluation or retraining to maintain the proficiency required by the standard.

TASK NUMBER	TASK	FS	MOJT SUST	Grade
MOS 8621, SURVEILLANCE SENSOR OPERATOR				
8621.1.1.	PROVIDE REMOTE SENSOR SUPPORT TO MAGTF OPERATIONS	P	S/12	SSGT
8621.1.2.	PREPARE A SENSOR SURVEILLANCE PLAN	P	S/6	CPL
8621.1.3.	DETERMINE COMMUNICATION REQUIREMENTS FOR SENSOR CONTROL AND MANAGEMENT PLATOON (SCAMP)	P	S/6	CPL
8621.1.4.	WRITE JOINT REMOTE SENSOR REPORT/REQUEST (JRSR/R)	S	3	PFC
8621.1.5.	CONDUCT REMOTE SENSOR/RETRANSMISSION EQUIPMENT HAND IMPLANT PROCEDURES TRAINING	P	S/6	CPL
8621.2.1.	PREPARE UNATTENDED GROUND SENSORS FOR EMPLACEMENT	S	3	PFC
8621.2.2.	HAND EMPLACE UNATTENDED GROUND SENSORS	S	3	PFC
8621.2.3.	EMPLOY AIR DELIVERED SENSORS	S	3	PFC
8621.2.4.	ESTABLISH A SENSOR MONITORING SITE	S	6	PFC
8621.2.5.	CONFIGURE THE SENSOR MOBILE MONITOR SYSTEM (SMMS) FOR OPERATION	S	3	PFC
8621.2.6.	OPERATE ORGANIC TACTICAL COMMUNICATION RADIO	S	3	PFC
8621.2.7.	ANALYZE UNATTENDED GROUND SENSOR ACTIVATION	S	12	PFC
8621.2.8.	RECOVER UNATTENDED GROUND SENSORS	S	2	PFC
8621.2.9.	MANUALLY MONITOR GROUND SENSORS WITH THE PORTABLE MONITOR (PM)	S	3	PFC
8621.2.10.	PREPARE RELAYS FOR EMPLACEMENT	S	6	PFC
8621.2.11.	HAND EMPLACE RELAYS	S	12	PFC
8621.2.12.	RECOVER RELAYS	S	12	PFC
8621.2.13.	SUPERVISE PREVENTIVE MAINTENANCE PROCEDURES	P	S/6	CPL
8621.3.1.	RECEIVE CLASSIFIED MATERIAL	P	S/6	LCPL
8621.3.2.	PREPARE CLASSIFIED MATERIAL FOR TRANSFER	P	S/6	LCPL
8621.3.3.	DESTROY CLASSIFIED WORKING MATERIAL/RESIDUAL	P	S/6	LCPL
8621.3.4.	DESTROY MAGNETIC MEDIA FOLLOWING USE ON CLASSIFIED SYSTEM	P	S/6	LCPL
8621.3.5.	PERFORM EMERGENCY ACTION PROCEDURES RELATED TO CLASSIFIED MATERIAL	P	S/6	LCPL

TASK NUMBER	TASK	FS	MOJT SUST	Grade
8621.3.6.	MAINTAIN A SECONDARY CONTROL POINT (SCP) FOR A FMF UNIT IN GARRISON OR DEPLOYED	P	S/6	CPL
8621.3.7.	MAINTAIN A COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) ACCOUNT	P	S/12	SGT
8621.3.8.	CHANGE COMBINATION OF AN APPROVED SECURITY CONTAINER LOCK	P	S/6	LCPL
8621.4.1.	PREPARE A CLASSIFIED AUTOMATED INFORMATION SYSTEM (AIS) FOR EMBARKATION	P	S/12	SGT
8621.4.2.	SELECT AN OPERATING LOCATION FOR A MAJOR AUTOMATED INFORMATION SYSTEM (AIS)	P	S/12	SGT
8621.4.3.	MAINTAIN PHYSICAL SECURITY OF AN AUTOMATED INFORMATION SYSTEM (AIS)	P	S/12	CPL
8621.4.4.	DETERMINE THE STATUS OF HARDWARE COMPONENTS FOR AN AUTOMATED INFORMATION SYSTEM (AIS)	S 3		LCPL
8621.4.5.	ACCESS AUTOMATED INFORMATION SYSTEM (AIS) SOFTWARE USING THE WORK STATION EXECUTIVE	S 3		LCPL
8621.4.6.	RETRIEVE FROM AN AUTOMATED INFORMATION SYSTEM (AIS) FOR DISPLAY AND ANALYSIS	S 3		LCPL
8621.4.7.	PERFORM DATA BASE UPDATES	S 3		LCPL
8621.4.8.	ACTIVATE A COMMUNICATIONS INTERFACE TO DRAFT AND RECEIVE MESSAGE TRAFFIC	S 3		LCPL
8621.4.9.	PERFORM PREVENTIVE MAINTENANCE OF AN AUTOMATED INFORMATION SYSTEM (AIS)	S 3		LCPL
8621.5.1.	PERFORM SOFTWARE LOAD ON AN AUTOMATED INFORMATION SYSTEM (AIS)	S 3		SGT
8621.5.2.	PERFORM OPERATING SYSTEM (OS) ADMINISTRATION FOR AN AUTOMATED INFORMATION SYSTEM (AIS)	S 3		SGT
8621.5.3.	PERFORM DATABASE MANAGEMENT FUNCTIONS ON AN AUTOMATED INFORMATION SYSTEM (AIS)	S 3		SGT
8621.5.4.	CONDUCT OPERATING SYSTEM COMPUTER SECURITY ON AN AUTOMATED INFORMATION SYSTEM (AIS)	S 3		SGT
8621.5.5.	PERFORM TACTICAL COMMUNICATIONS PROCESSOR (TCP) ADMINISTRATION	S 3		SGT
8621.5.6.	MAINTAIN SYSTEM FILES USED WITH DATABASE QUERY INTERFACE	S 3		SGT
8621.5.7.	MAINTAIN SYMBOLOGY FILE FOR INTELLIGENCE RELATED MAP DISPLAYS	S 3		SGT

ENCLOSURE (3)

COMMON ITS LISTING

DOES NOT APPLY TO THIS MOS



TRAINING SUPPORT

1. This enclosure identifies training support in four categories for each MOS or the OccFld as a whole. Some of the support items are identified by tasks, groups of tasks, or for the entire task list as follows:

Appendix A: Training Devices, Simulators, and Training Aids

Appendix B: Training Equipment

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Training Materiel

2. If support identified in any appendix is not applicable to this MOS, the appendix will include a statement to that effect.

ENCLOSURE (5)

TRAINING DEVICES, SIMULATORS, AND TRAINING AIDS

Charts  
Diagrams  
Graphs  
Transparencies  
Videocassette recordings  
Audio tape recordings  
35mm Slides  
35mm Film strips  
16mm Motion pictures  
Simulation Software for Sensor Mobile Monitor System

Appendix A to  
ENCLOSURE (5)

5-A-1

TRAINING EQUIPMENT

RO-630/USQ	Signal Data Recorder (SDR)
AN/USQ-121	Portable Monitor (PM)
AN/GSQ-263	Miniaturized Intrusion Detection System (MIDS)
AN/GSQ-257	Unattended Ground Sensor Set (UGSS)
*	Encoder Transmitter Unit Seismic Intrusion Detector (ETU/SID)
*	Encoder Transmitter Unit (ETU)
*	Seismic Intrusion Detector (SID)
*	Magnetic Intrusion Detector (MAGID)
*	Infrared Intrusion Detector (IRID)
*	Day/Night Thermal Imager (Imager)
RE-1162/U	Relay Assembly (Relay)
AN/MSQ-77	Sensor Mobile Monitor System (SMMS)
AN/GSQ-261	Tactical Remote Sensor System (TRSS)
TS-4458/GSQ	Test Set

\* Denote Sensors that are components of the AN/GSQ-257.

Appendix B to  
ENCLOSURE (5)

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS OCCFLD

5-C-1

Appendix C to  
ENCLOSURE (5)

TRAINING MATERIEL

ACP-117, ALLIED ROUTING INDICATOR BOOK WITH SUPPLEMENTS 1-6	8621.4.8	8621.5.5	
AIS OPERATING SYSTEM ADMINISTRATOR MANUAL(S)	8621.5.2	8621.5.4	
AIS SOFTWARE USER'S MANUAL	8621.4.4 8621.4.7 8621.5.2 8621.5.6	8621.4.5 8621.4.8 8621.5.3 8621.5.7	8621.4.6 8621.5.1 8621.5.5
AIS STYLE GUIDE	8621.4.5		
AIS SYSTEM MANUAL	8621.4.1	8621.4.2	8621.4.9
AIS SYSTEM OPERATOR'S MANUAL	8621.4.4 8621.4.9 8621.5.5	8621.4.5 8621.5.3	8621.4.6 8621.5.4
AIS SYSTEM USER'S MANUAL	8621.5.4		
APPLICABLE EMBARKATION REGULATIONS APPROPRIATE TECHNICAL MANUALS	8621.4.1 8621.2.13	8621.2.6	
CMS-1, COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) POLICY AND PROCEDURES MANUAL	8621.3.7 8621.4.3	8621.3.8	8621.4.1
COMMAND PROCEDURES FOR CHANGING OF COMBINATIONS	8621.3.8		
COMMAND STANDING OPERATING PROCEDURES (SOP)	8621.3.6 8621.4.3	8621.4.1	8621.4.2
COMMUNICATIONS HANDBOOK FOR INTELLIGENCE PERSONNEL (S)	8621.1.3	8621.2.4	
COMMUNICATIONS SECURITY (COMSEC) EQUIPMENT OPERATOR'S MANUAL	8621.5.5		
CSP-1, CRYPTOGRAPHIC SECURITY POLICY AND PROCEDURES	8621.3.5		
DATABASE MANAGEMENT ADMINISTRATOR MANUAL(S)	8621.5.3		
DEPARTMENT OF DEFENSE (DOD) 5210.M1	8621.3.2		
DEPARTMENT OF DEFENSE (DOD) 5210.M2	8621.3.2		
DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE (DCID) 1/14	8621.3.2		
DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE (DCID) 1/7	8621.3.2		
DOD 5200.33R, DEFENSE COURIER SERVICE REGULATIONS	8621.3.1	8621.3.2	
FM 101-5-1, OPERATIONAL TERMS AND SYMBOLS	8621.1.2	8621.5.7	
FM 21-26, MAP READING AND LAND NAVIGATION	8621.1.1 8621.2.10 8621.2.2 8621.2.5 8621.2.9	8621.1.2 8621.2.11 8621.2.3 8621.2.7	8621.1.5 8621.2.12 8621.2.4 8621.2.8
FMFM 3-2, MILITARY SYMBOLS	8621.5.7		
FMFM 3-21, MAGTF INTELLIGENCE OPERATIONS	8621.1.2 8621.2.10 8621.2.3 8621.2.7	8621.1.3 8621.2.11 8621.2.4 8621.2.8	8621.1.4 8621.2.12 8621.2.5 8621.2.9
FMFM 3-30, COMMUNICATIONS	8621.1.3 8621.2.4	8621.2.6	
JOINT ARMY NAVY-AIR FORCE PUBLICATION (JANAP) 128, AUTOMATIC DIGITAL NETWORK (AUTODIN) OPERATING PROCEDURES	8621.4.8	8621.5.5	
MANUFACTURER'S INSTRUCTIONS	8621.3.8		

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MCO P4790.2C, MIMMS FIELD PROCEDURES MANUAL	8621.2.13		
MCWP 2-2.3, REMOTE SENSOR OPERATIONS	8621.1.1	8621.1.2	8621.1.3
	8621.1.4	8621.1.5	8621.2.1
	8621.2.10	8621.2.11	8621.2.12
	8621.2.13	8621.2.2	8621.2.3
	8621.2.4	8621.2.5	8621.2.6
	8621.2.7	8621.2.8	8621.2.9
NTP 3, TELECOMMUNICATIONS USER'S MANUAL	8621.4.8		
OPNAVINST 5239.1A, DEPARTMENT OF THE NAVY ADP	8621.3.4	8621.4.3	8621.5.4
OPNAVINST 5510.1H, DEPARTMENT OF THE NAVY INFORMATION AND PERSONNEL SECURITY PROGRAM	8621.3.1	8621.3.2	8621.3.3
	8621.3.4	8621.3.5	8621.3.6
	8621.3.7	8621.3.8	8621.4.1
	8621.4.3		
SL 1-2-3, PUBLICATIONS STOCKED BY USMC (INDEX)	8621.2.13		
TM 09632A-14P/1, UNATTENDED GROUND SENSOR SET (UGSS), AN/GSQ-257, OPERATION AND MAINTENANCE INSTRUCTION WITH PARTS BREAK DOWN	8621.2.1	8621.2.10	8621.2.11
	8621.2.12	8621.2.2	8621.2.3
	8621.2.4	8621.2.7	8621.2.8
	8621.2.9		
TM 09656A-10/1, SENSOR MOBILE MONITOR SYSTEM (SMMS) AN/MSC-77 OPERATION INSTRUCTIONS	8621.2.1	8621.2.10	8621.2.11
	8621.2.12	8621.2.2	8621.2.3
	8621.2.4	8621.2.4	8621.2.7
	8621.2.8	8621.2.9	
TM 09769A-10/1, PORTABLE MONITOR, AN/USQ-121, OPERATION INSTRUCTIONS	8621.2.1	8621.2.10	8621.2.11
	8621.2.12	8621.2.2	8621.2.3
	8621.2.4	8621.2.5	8621.2.7
	8621.2.8	8621.2.9	
TM 09784A-10, RELAY ASSEMBLY, RE-1162/U, OPERATION INSTRUCTIONS	8621.2.12		
TM 09855A-10, TACTICAL REMOTE SENSOR SYSTEM (TRSS) AN/GSQ-261	8621.2.1	8621.2.10	8621.2.11
	8621.2.12	8621.2.2	8621.2.3
	8621.2.4	8621.2.5	8621.2.7
	8621.2.8	8621.2.9	
TM 4700-15/1, GROUND EQUIPMENT RECORD PROCEDURES	8621.2.13		

Appendix D to  
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS FOR THE SURVEILLANCE SENSOR OPERATOR, MILITARY  
OCCUPATIONAL SPECIALTY (MOS)  
8621

MOS B621, SURVEILLANCE SENSOR OPERATOR

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TASK 8621.2.13	SUPERVISE PREVENTIVE MAINTENANCE PROCEDURES	6-A-12

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TASK 8621.4.2	SELECT AN OPERATING LOCATION FOR A MAJOR AUTOMATED INFORMATION SYSTEM (AIS)	6-A-18
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TASK 8621.4.5	ACCESS AUTOMATED INFORMATION SYSTEM (AIS) SOFTWARE USING THE WORK STATION EXECUTIVE	6-A-20
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MOS 8621, SURVEILLANCE SENSOR OPERATOR

DUTY AREA 1 - PLANNING AND DIRECTIONS

TASK: 8621.1.1 PROVIDE REMOTE SENSOR SUPPORT TO MAGTF OPERATIONS

CONDITION(S): Given a mission, a Tactical Remote Sensor System (TRSS) and requirements to employ remote sensors .

STANDARD: Provide remote sensor support to satisfy Commander's requirements.

PERFORMANCE STEPS:

1. Provide support to staff planning process.
2. Task organize Sensor Control and Management Platoon (SCAMP) elements.
3. Determine support requirements.
4. Coordinate liaison with agencies/services/allies as required.
5. Provide briefings as required.
6. Coordinate liaison to support operations.
7. Provide reports as required.
8. Provide support to 5-2/Surveillance and Reconnaissance Center (SARC) as required.
9. Supervise SCAMP operations.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.1.2 PREPARE A SENSOR SURVEILLANCE PLAN

CONDITION(S): Given the requirement to employ remote sensors.

STANDARD: The Sensor Surveillance Plan must be accurate, comprehensive, and in the prescribed format.

PERFORMANCE STEPS:

1. Analyze the Intelligence Estimate.
2. Read and interpret the Force List.
3. Review the Concept of Operations.
4. Review the Collection Planning Worksheet.
5. Conduct a Terrain Study.
6. Select unattended ground sensors and ancillary equipment necessary for successful completion of the mission.
7. Prepare terrain profiles.

8. Coordinate sensor frequency allocation with the communication electronics officer.
9. Write the Sensor Surveillance Plan.
10. Submit plan to the intelligence officer for review.

REFERENCE(S):

1. FMFM 3-21, MAGTF Intelligence Operations
2. FM 21-26, Map Reading and Land Navigation
3. MCWP 2-2.3, Remote Sensor Operations
4. FM 101-5-1, Operational Terms and Symbols

ADMINISTRATIVE INSTRUCTIONS:

1. The Sensor Surveillance Plan, when completed, will become Tab (b) to Appendix (11) (Surveillance and Reconnaissance) to Annex B (Intelligence) to the Operation Order.
  2. Sensor Operators must have a thorough understanding of the characteristics, capabilities, and limitations of unattended ground sensors and ancillary equipment.
  3. The ability to use a wide variety of mapping, charting, and geodetic products is fundamental to sensor surveillance planning. A Marine must demonstrate proficiency in the following areas prior to instruction or evaluation of this ITS:
    - a. Use of the Military Grid Reference System to locate a point to within 10 meters.
    - b. Use of the Geographic Coordinate System to locate a point to within 100 meters.
    - c. Determination of the elevation of any location on a military map.
    - d. Use of the graphics bar scales to determine road and straight-line distance.
    - e. Use of the declination diagram to determine direction.
    - f. Use of intersections/resections to locate points on a map.
    - g. Use of photographic media as an aid in conducting terrain analysis.
    - h. Use of encyclopedic data to conduct terrain analysis.
  4. Terrain Profiles will be produced manually and with automated systems.
- 

TASK: 8621.1.3 DETERMINE COMMUNICATION REQUIREMENTS FOR SENSOR CONTROL AND MANAGEMENT PLATOON (SCAMP)

CONDITION(S): Given the requirement to communicate.

STANDARD: Communication requirements are identified and included in Annex K of the operation order.

PERFORMANCE STEPS:

1. Determine net configuration requirements.
2. Determine communication asset availability.
3. Develop SCAMP communication plan.
4. Coordinate with G-6/S-6.

REFERENCE(S):

1. FMFM 3-21, MAGTF Intelligence Operations
2. FMFM 3-30, Communications
3. MCWP 2-2.3, Remote Sensor Operations
4. Communications Handbook for Intelligence Personnel (S)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.1.4 WRITE JOINT REMOTE SENSOR REPORT/REQUEST (JRSR/R)

CONDITION(S): Given the requirement to prepare a JRSR/R.

STANDARD: JRSR/R must be prepared in an accurate, timely, and comprehensive manner utilizing the prescribed format.

PERFORMANCE STEPS:

1. Determine which kind of JRSR/R is being prepared.
  - a. Notification report.
  - b. Implant report.
  - c. Support request.
  - d. Monitoring termination report.
  - e. Monitor change report.
  - f. Removal report.
2. Assemble the appropriate data.
3. Insert the data in the applicable lines and fields of the prescribed format.
4. Submit the completed JRSR/R to supervisor for approval/release.

REFERENCE(S):

1. FMFM 3-21, MAGTF Intelligence Operations
2. MCWP 2-2.3, Remote Sensor Operations

ADMINISTRATIVE INSTRUCTIONS: JRSR/R Support Requests and Implant Reports are frequently written by supporting/supported units. Sensor Operators must be capable of instructing such units in the use of these documents.

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TASK: 8621.1.5 CONDUCT REMOTE SENSOR/RETRANSMISSION EQUIPMENT HAND IMPLANT PROCEDURES TRAINING

CONDITION(S): Given a non-organic implant agency, the requirement to implant remote sensors/retransmission devices, and a sensor surveillance plan.

STANDARD: Sensors/Retransmission devices are emplaced per the sensor surveillance plan.

PERFORMANCE STEPS:

1. Prepare the course of instruction.

2. Conduct the course of instruction.
3. Evaluate the course of instruction.
4. Document training conducted.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 2 - REMOTE SENSOR OPERATIONS

TASK: 8621.2.1 PREPARE UNATTENDED GROUND SENSORS FOR EMPLACEMENT

CONDITION(S): Given the mission to employ unattended ground sensors in support of a sensor surveillance plan.

STANDARD: Prior to employment, unattended ground sensors will be programmed and thoroughly checked for operational serviceability.

PERFORMANCE STEPS:

1. Set the channel number and the sensor identification code on the sensor, as required.
2. Set the End of Life (EOL) switch on the sensor, as required.
3. Set the sensitivity switch on the attached sensor, as required.
4. Assemble major components.
5. Operationally check each type of sensor.

REFERENCE(S):

1. MCWP 2-2.3, Remote Sensor Operations
2. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
3. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
4. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
5. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.2 HAND EMPLACE UNATTENDED GROUND SENSORS

CONDITION(S): Given the requirement to hand emplace unattended ground sensors.

STANDARD: Sensors will be implanted, concealed, plotted, and a pace-count completed.

PERFORMANCE STEPS:

1. Locate implant sites within sensor string area using land navigation procedures.
2. Emplace Sensors.
3. Re-verify sensor operability.
4. Conceal the implant site.
5. Complete the sensor emplacement tag.
6. Obtain a pace-count for seismic sensors.
7. Draw an implant-site sketch map.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77 Operation Instructions
5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257, Operation and Maintenance Instruction with Parts Break Down
6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261

ADMINISTRATIVE INSTRUCTIONS:

1. Though hand emplacement will normally be conducted by agencies other than the Sensor Control and Management Platoon (SCAMP), sensor operators must be capable of instructing and demonstrating proper implant techniques.
  2. Laced Navigation procedures include map and compass, and electronic navigational devices.
- 

TASK: 8621.2.3 EMPLOY AIR DELIVERED SENSOR

CONDITION(S): Given the requirement to air emplace air delivered sensor.

STANDARD: Sensors will be emplaced within sensor detection range and accurately plotted.

PERFORMANCE STEPS:

1. Brief supporting aircrew personnel, and ground support personnel.
2. Ensure that sensors are loaded in the proper sequence.
3. On rotary-wing aircraft:
  - a. Conduct pre-mission brief.
  - b. Perform aerial navigation.
  - c. Assist flight personnel in locating drop sites.
  - d. Perform the duties of "sighter".
  - e. Perform the duties of "dropper".
  - f. Perform duties of observer/recorder.

- g. Perform the duties of "feeder".
- h. Attend post flight debrief.
- 4. On fixed-wing aircraft:
  - a. Assist ordnance personnel in loading/testing sensors.
  - b. Debrief flight personnel.

REFERENCE(S):

- 1. FM 21-26, Map Reading and Land Navigation
- 2. MCWP 2-2.3, Remote Sensor Operations
- 3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
- 4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
- 5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
- 6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261
- 7. FMFM 3-21, MAGTF Intelligence Operations

ADMINISTRATIVE INSTRUCTIONS: See task 8621.2.1 to prepare unattended ground ground sensors for emplacement.

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TASK: 8621.2.4 ESTABLISH A SENSOR MONITORING SITE

CONDITION(S): Given the requirement to establish a land-based or shipboard sensor monitoring site.

STANDARD: Sensor monitoring sites provide timely, accurate, and comprehensive monitoring of sensor activation

PERFORMANCE STEPS:

- 1. Select site location.
- 2. Assemble sensor monitoring equipment.
- 3. Provide power to the monitoring equipment.
- 4. Program sensor monitoring equipment.
- 5. Establish communications link with the supported unit.

REFERENCE(S):

- 1. FM 21-26, Map Reading and Land Navigation
- 2. MCWP 2-2.3, Remote Sensor Operations
- 3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
- 4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
- 5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
- 6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261
- 7. FMFM 3-21, MAGTF Intelligence Operations

8. Communications Handbook for Intelligence Personnel (S)
9. FMFM 3-30, Communications

ADMINISTRATIVE INSTRUCTIONS:

1. Performance steps 2 through 4 demand a thorough knowledge of sensor unique monitors, automated recording devices, and antenna systems.
  2. Performance step 5 implies an understanding of basic communications procedures over both secure and uncovered nets.
  3. Performance step 3 requires generator operator training.
- 

TASK: 8621.2.5 CONFIGURE THE SENSOR MOBILE MONITOR SYSTEM (SMMS) FOR OPERATION

CONDITION(S): Given an SMMS and the requirements to conduct monitoring operations.

STANDARD: System operates per the references.

PERFORMANCE STEPS:

1. Properly ground system.
2. Utilize external ports.
3. Pre-op check procedures.
4. Connect power source.
5. Setup power source.
6. Setup antennas.
7. Preform SMMS power up procedures.
8. Operate Environmental Control Unit (ECU).
9. Configure communication/data equipment.
10. Utilize Tactical Remote Sensor System (TRSS) software.
11. Utilize troubleshooting procedures
12. Preform SMMS power down procedures.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
5. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261
6. FMFM 3-21, MAGTF Intelligence Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.6 OPERATE ORGANIC TACTICAL COMMUNICATION RADIO

CONDITION(S): Given organic tactical communication radios.

STANDARD: Tactical radio communication are established.

PERFORMANCE STEPS:

1. Configure radios for operation.
2. Ensure proper tuning information is installed correctly.
3. Ensure crypto fill is installed correctly.
4. Conduct communication check.
5. Utilize proper radio procedures.
6. Conduct proper maintenance.

REFERENCE(S):

1. Appropriate Technical Manuals
2. FMFM 3-30, Communications
3. MCWP 2-2.3, Remote Sensor Operations

ADMINISTRATIVE INSTRUCTIONS: Current TRSS radios includes, SINCGARS, HARRIS 5000, AN/PRC -1045, AN/PRC 231A, AN/PRC 199A.

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TASK: 8621.2.7 ANALYZE UNATTENDED GROUND SENSOR ACTIVATION

CONDITION(S): Given the requirement to analyze unattended ground sensor activation.

STANDARD: Analysis will be conducted and properly recorded/reported in a timely, accurate, and comprehensive manner.

PERFORMANCE STEPS:

1. Identify sensor activation pattern.
2. Use the "log-sheet" method for target determination.
3. Complete mathematical computations using the "sensor formula".
4. Submit sensor report.
5. Maintain a journal.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261



7. FMFM 3-21, MAGTF Intelligence Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.8 RECOVER UNATTENDED GROUND SENSORS

CONDITION(S): Given the requirement to recover unattended ground sensors.

STANDARD: Unattended ground sensors are recovered.

PERFORMANCE STEPS:

1. Use a sketch map to aid in location of the implant site.
2. Remove the sensor from the implant site.
3. Disassemble the sensor for transport.
4. Perform post operation checks.
5. Perform preventive maintenance.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261
7. FMFM 3-21, MAGTF Intelligence Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.9 MANUALLY MONITOR GROUND SENSORS WITH THE PORTABLE MONITOR (PM)

CONDITION(S): Given a PM and the requirement to monitor sensor equipment.

STANDARD: Accurately analyze activation of sensor equipment with the PM.

PERFORMANCE STEPS:

1. Perform pre-operational check(s) with the PM.
2. Ensure the PM is set to the appropriate channel.
3. Analyze the identification code, message, and direction to accurately  
report sensor activation.
4. Perform post operation maintenance for the PM.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation

2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261
7. FMFM 3-21, MAGTF Intelligence Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.10 PREPARE RELAYS FOR EMPLACEMENT

CONDITION(S): Given the requirement to employ relays in support of a sensor surveillance plan.

STANDARD: Relays will be programmed and thoroughly checked for operational serviceability.

PERFORMANCE STEPS:

1. Assemble major components.
2. Ensure the proper tuning information is loaded successfully on the relay.
3. Verify relay operation.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
6. TM 09855A-10 Tactical Remote Sensor System (TRSS) AN/GSQ-261
7. FMFM 3-21, MAGTF Intelligence Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.11 HAND EMPLACE RELAYS

CONDITION(S): Given the requirement to hand emplace relays.

STANDARD: Relays are, implanted, concealed, and plotted.

PERFORMANCE STEPS:

1. Locate optimum relay sites using land navigation procedures.
2. Emplace relays.
3. Reverify operability.

4. Conceal the implant site.
5. Draw an implant-site sketch map.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261
7. FMFM 3-21, MAGTF Intelligence Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.12 RECOVER RELAYS

CONDITION(S): Given the requirement to recover relays.

STANDARD: Relays are recovered.

PERFORMANCE STEPS:

1. Use a sketch map to aid in location of the implant site.
2. Remove the relay from the implant site.
3. Disassemble the relay for transport.
4. Perform post operation checks.
5. Perform preventive maintenance.

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. MCWP 2-2.3, Remote Sensor Operations
3. TM 09769A-10/1, Portable Monitor, AN/USQ-121, Operation Instructions
4. TM 09656A-10/1, Sensor Mobile Monitor System (SMMS) AN/MSQ-77  
Operation Instructions
5. TM 09632A-14P/1, Unattended Ground Sensor Set (UGSS), AN/GSQ-257,  
Operation and Maintenance Instruction with Parts Break Down
6. TM 09855A-10, Tactical Remote Sensor System (TRSS) AN/GSQ-261
7. FMFM 3-21, MAGTF Intelligence Operations
8. TM 09784A-10, Relay Assembly, RE-1162/U, Operation Instructions

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.2.13 SUPERVISE PREVENTIVE MAINTENANCE PROCEDURES

CONDITION(S): Given equipment requiring preventive maintenance.

STANDARD: Preventive maintenance is conducted per the references.

PERFORMANCE STEPS:

1. Supervise adherence to all safety procedures.
2. Supervise adherence to all Hazardous Material (HAZMAT) handling procedures.
3. Supervise first echelon equipment maintenance.
4. Ensure proper SL 1-2-3 inventory is conducted.
5. Ensure operational checks are conducted.
6. Complete equipment records.
7. Report discrepancies.
8. Initiate required Marine Corps Integrated Maintenance Management System (MIMMS) documentation.

REFERENCE(S):

1. MCWP 2-2.3, Remote Sensor Operations
2. MCO P4790.2C, MIMMS Field Procedures Manual
3. TM 4700-15/1, Ground Equipment Record Procedures
4. SL 1-2-3, Publications Stocked by USMC (Index)
5. Appropriate Technical Manuals

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 3 - SECURITY PROCEDURES

TASK: 8621.3.1 RECEIVE CLASSIFIED MATERIAL

CONDITION(S): Given classified material, classified material receipt log book, and appropriate references.

STANDARD: Classified material is received and documented per the references.

PERFORMANCE STEPS:

1. Sign receipt card.
2. Mail card back to originator.
3. Complete entry in log book to include:
  - a. Date.
  - b. Classification.
  - c. Subject.
  - d. Originator.

e. Storage location.

f. Control number.

REFERENCE(S):

1. DOD 5200.33R, Defense Courier Service Regulations
2. OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.3.2 PREPARE CLASSIFIED MATERIAL FOR TRANSFER

CONDITION(S): Given classified material to be transferred, packaging materials, classification stamps, classified material transfer forms, OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program.

STANDARD: Classified material are prepared for transfer, per the references.

PERFORMANCE STEPS:

1. Complete classified materials transfer forms.
2. Prepare classified materials for hand carried transfer.
  - a. Prepare wrap materials:
    - (1) Prepare inner wrapper including classification of material, return address, and classification stamp.
    - (2) Prepare outer wrapper.
  - b. Prepare carrying materials:
    - (1) On base transfer of materials.
    - (2) Off base transfer of materials (ensure individual has courier card or courier letter).
    - (3) Prepare classified materials for mailing transfer per U.S. Signals Intelligence Directive (USSID) 503.
    - (4) Release materials to courier for delivery.
3. Ensure materials have been received by return of receipt card.

REFERENCE(S):

1. OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program
2. DOD 5200.33R, Defense Courier Service Regulations
3. Director of Central Intelligence Directive (DCID) 1/7
4. Director of Central Intelligence Directive (DCID) 1/14
5. Department of Defense (DoD) 5210.M2
6. Department of Defense (DoD) 5210.M1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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Appendix A to  
ENCLOSURE (6)

TASK: 8621.3.3 DESTROY CLASSIFIED WORKING MATERIAL/RESIDUAL

CONDITION(S): Given outdated classified working material/residual, classified material destruction reports, a method of destruction, and OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program.

STANDARD: Classified material/residual is destroyed in such a manner that no part is recoverable and classified material destruction is documented in logs per the reference.

PERFORMANCE STEPS:

1. Receive authorization for destruction of classified materials:
2. Complete classified material destruction report including the following information per OPNAVINST 5510.1H:
  - a. Title.
  - b. Control number.
  - c. Originator.
  - d. Copy number.
3. Ensure information in classified material report is accurate.
4. Verify destruction authorization of materials before actual destruction.
5. Destroy materials.
6. Provide Security Manager with report.
7. File copy of report.
8. Delete destroyed materials from publications inventory.

REFERENCE(S): OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program

ADMINISTRATIVE INSTRUCTIONS:

1. Actual destruction of documents may be simulated.
  2. This task will be accomplished in the presence of a witness.
- 

TASK: 8621.3.4 DESTROY MAGNETIC MEDIA FOLLOWING USE ON CLASSIFIED SYSTEM

CONDITION(S): Given classified magnetic media, approval to destroy information on media and necessary materials, and the appropriate references.

STANDARD: Magnetic media is destroyed per the references.

PERFORMANCE STEPS:

1. Verify destruction list.
2. Uses degausser certified to degauss media (if applicable).
3. Uses authorized software programs to classify media (if applicable).
4. Remove classification markings.
5. Annotate label with certification information.
6. Complete destruction record.

REFERENCE(S)

1. OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program
2. OPNAVINST 5239.1A, Department of the Navy ADP

ADMINISTRATIVE INSTRUCTIONS: If magnetic media and/or ability to destroy information is not available, description of destruction procedures will suffice.

---

TASK: 8622.3.5 PERFORM EMERGENCY ACTION PROCEDURES RELATED TO CLASSIFIED MATERIAL

CONDITION(S): Given classified material, an Emergency Action Plan (EAP), an emergency situation, emergency destruction materials, and local Standing Operating Procedure (SOP).

STANDARD: EAP are preformed per the EAP, local SOP, and references.

PERFORMANCE STEPS:

1. Destroy classified materials,
2. Ensure destruction reports are submitted to the Security Manager.
3. Ensure salvaged materials are moved to secure location.

REFERENCE(S):

1. OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program
2. CSP-1, Cryptographic Security Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: An emergency condition may be simulated for training purposes.

---

TASK: 8621.3.6 MAINTAIN A SECONDARY CONTROL POINT (SCP) FOR A FMF UNIT IN GARRISON OR DEPLOYED

CONDITION(S): Given applicable references, material to be controlled, method of recording inventory and transactions and appropriate area for conducting SCP duties.

STANDARD: SCP is operated per the references.

PERFORMANCE STEPS:

1. Maintain an inventory of materials held in the SCP.
2. Maintain records of materials currently checked out of the SCP.
3. Maintain documentation on material no longer held by SCP.
  - a. Material transferred to other commands.
  - b. Destruction records.
4. Enforce sign in/out procedures for access to the SCP.
5. Receive classified material from other commands.
6. Control classified material generated within the command.
7. Prepare classified material for shipment.
8. Conduct local destruction of classified materials.

REFERENCE(S):

1. OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program
2. Command Standing Operating Procedures (SOP)

ADMINISTRATIVE INSTRUCTIONS:

1. Performance of some steps will require assistance to maintain Two Person Integrity (TPI)/witness standards.
  2. Tack focuses on conduct of classified material control in the collateral (GENSER) environment.
- 

TASK: 8621.3.7 MAINTAIN A COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) ACCOUNT

CONDITION(S): Given an approved storage container, necessary references, Communication Security (COMSEC) hardware, keying material and required forms.

STANDARD: Duties as a COMSEC Local Holder or CMS Responsible User are preformed per the references.

PERFORMANCE STEPS:

1. Maintain coordination with CMS Custodian.
2. Maintain sufficient number of personnel appointed as CMS Local Holder/Responsible User.
3. Define Two Person Integrity (TPI).
4. Change COMSEC safe combination.
5. Conduct inventory of COMSEC material.
6. Select fill Device(s) required for initialization of equipment.
7. Determine crypto period applicable for a given COMSEC item.
8. Perform initialization of cryptographic equipment.
9. COMSEC material pick-up from CMS Custodian/Local Holder.
10. Conduct destruction of superseded COMSEC material.
11. Prepare COMSEC material for transfer.
12. Submit requests for COMSEC material to the CMS Custodian.
13. Notify CMS Custodian of any security violations immediately.

REFERENCE(S):

1. CMS-1, Communications Security Material System (CMS) Policy and Procedures Manual
2. OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program

ADMINISTRATIVE INSTRUCTIONS:

1. Individual must be appointed in writing as a CMS Responsible User, Local Holder or Custodian, prior to access to COMSEC material.
2. At least one additional CMS User will be required to accomplish those steps requiring Two Person Integrity (TPI).
3. CMS Custodians will normally conduct training which will satisfy the majority of this task.



TASK: 8621.3.8 CHANGE COMBINATION OF AN APPROVED SECURITY CONTAINER LOCK

CONDITION: Given an approved security lock, manufactures instructions, appropriate security regulations and necessary materials for changing the combination.

STANDARD: Lock functions with new combination.

PERFORMANCE STEPS:

1. Review instructions concerning combination changes.
  - a. Applicable security regulations for material which lock is intended to protect.
  - b. Manufacture's instructions for lock being changed.
  - c. Command procedures
2. Prepare lock for setting or new combination.
3. Set the new combination.
4. Verify operation of the lock.
5. Document the combination change using SF700 Security Container Combination Form (or authorized substitute.
6. Turn in combination for per local procedures.
7. Notify personnel authorized access to container of the change.

REFERENCE:

1. OPNAVINST 5510.1H. Department of the Navy Information and Personnel Security Program
2. CMS-1. Communication Security Material System (CMS) Policy and Procedures Manual
3. Command procedures for changing of combinations
4. Manufacture's instructions

ADMINISTRATIVE INSTRUCTIONS:

1. This task to be monitored by qualified individual to prevent lockout/damage to a lock mechanism.
  2. Task should be performed for each type of lock in use by the command which the individual may be required to change.
  3. Procedures for documenting and storing combination change vary by command, refer to local procedures.
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Appendix A to  
ENCLOSURE (6)

DUTY AREA 4 AUTOMATED INFORMATION SYSTEM (AIS) OPERATOR PROCEDURES

TASK: 8621.4.1 PREPARE A CLASSIFIED AUTOMATED INFORMATION SYSTEM (AIS) FOR EMBARKATION

CONDITION: Given an Automated Information System (AIS), all associated AIS materials, destination, mission, embarkation reference and personnel to assist.

STANDARD: AIS and supplies are packaged and embarked per the reference.

PERFORMANCE STEPS:

1. Adheres to safety regulations at all times.
2. Inventory supplies.
3. Inventory classified material.
4. Perform system back-up.
5. Attach shipping covers.
  - a. To equipment inside a shelter (if applicable).
  - b. To equipment transit cases (if applicable).
6. Secure items inside shipping container.
7. Coordinate with embarkation section.
8. Arrange for classified material escort.
9. Monitor movement of system.

REFERENCE(S):

1. AIS System Manual
2. OPNAVINST 5510.1H. Department of the Navy Information and Personnel Security Program
3. CMS-1. Communication Security Material System (CMS) Policy and Procedures Manual
4. Applicable embarkation regulations
5. Command Standing Operating Procedures (SOP)

ADMINISTRATIVE INSTRUCTIONS: Size of the AIS and safety considerations will determine the need for and type of personnel (I.E. maintenance technician) to assist the individual.

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TASK: 8621.4.2 SELECT AN OPERATING LOCATION FOR A MAJOR AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given prime mover availability, description of available locations, power sources, AIS mission.

STANDARD: Selected site supports AIS operations.

PERFORMANCE STEPS:

1. Locate area sufficient in size for safe operation of AIS.
2. Consider power requirements for AIS.
3. Consider accessibility to location.

4. Evaluate AIS physical security requirements.
5. Coordinate with the S-4 for support.

REFERENCE(S):

1. AIS System Manual
2. Command standing Operating Procedures (SOP)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.4.3 MAINTAIN PHYSICAL SECURITY OF AN AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given applicable security references, components of an Automated Information System (AIS) including magnetic media and documentation, and designated area or container(s) for storage/operation of the AIS.

STANDARD: Classified components and materials are safeguarded per the references.

PERFORMANCE STEPS:

1. Review security regulations pertaining to the physical security requirements which pertain to the AIS.
2. Recommend options for maintaining physical security.
  - a. Access requirements for the operation of the system.
  - b. Storage requirements for the system, media and documentation.
  - c. Containers/areas available for storage/operation of the AIS.
3. Update Standing Operating Procedures (SOP) regarding physical security of the AIS.
4. Verify AIS components are marked to reflected the highest classification of data which can be processed/stored.
5. Enforce use of access controls.
6. Verify control of classified materials generated from the AIS is conducted by users.
7. Conduct inventory of AIS components (as required).
8. Notify security manager in the event of security violation.
9. Verify use of SF 702 Security Container Checklist Sheet (or authorized substitute).

REFERENCE(S):

1. OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program
2. OPNAVINST 5239.1A, Department of the Navy ADP
3. CMS-1, Communications Security Material System (CMS) Policy and Procedures Manual
4. Command Standing Operating Procedures (SOP)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.4.4 DETERMINE THE STATUS OF HARDWARE COMPONENTS FOR AN AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given an operational AIS, necessary materials and without the aid of reference.

STANDARD: Hardware problems are identified and documented.

PERFORMANCE STEPS:

1. Perform login.
2. Activate diagnostics application/utility provided with software.
3. Conduct tests of hardware.
4. Document results of testing.
5. Notify maintenance technician in the event of failure(s).
6. Report overall system status
7. Exit diagnostics program.
8. Logout.

REFERENCE(S):

1. AIS System Operator's Manual
2. AIS Software User's Manual

ADMINISTRATIVE INSTRUCTIONS:

1. Operational AIS consists of all hardware, software loaded and system ready for user login.
2. Individual may have to perform tests on multiple terminals to obtain an overall system status.
3. Individual is only required to use diagnostics software available at the operator level.

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TASK: 8621.4.5 ACCESS AUTOMATED INFORMATION SYSTEM (AIS) SOFTWARE USING THE WORK STATION EXECUTIVE

CONDITION(S): Given an operational AIS, necessary materials and without the aid of reference.

STANDARD: Application and utilities are accessed utilizing the work station executive, x windows features, mouse, and keyboard.

PERFORMANCE STEPS:

1. Perform login.
2. Describe the purpose of the work station executive.
3. Identify those options available for tailoring of work environment.
4. Explain the features of the Graphic User Interface (GUI).
5. Activate the appropriate application for an assigned task.
6. Activate the appropriate utility program for an assigned task.
7. Demonstrate the proper exit process for applications.
8. Exit the work station executive.

REFERENCE(S):

1. AIS Software User's Manual
2. AIS System Operator's Manual
3. AIS Style Guide

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.4.6 RETRIEVE FROM AN AUTOMATED INFORMATION SYSTEM (AIS) FOR DISPLAY AND ANALYSIS

CONDITIONS: With the aid of on-line reference, given an operational AIS, necessary materials and Request for Information (RFI).

STANDARD: RFI is satisfied in an accurate and timely manner.

PERFORMANCE STEPS:

1. Review the RFI.
2. Identify database(s) to be used.
3. Create geographical filters for located data.
4. Configure features of mapping display.
5. User AIS query tools to retrieve data.
6. User AIS query tools to obtain data based on previous retrieval.
7. Create query(ies) for use in subsequent operations.
8. Create query(ies) for execution when application is activated during subsequent sessions (if applicable).
9. Notify database administrator of query specifications not supportable by AIS interface.
10. Organize data retrieved as an aid to analysis.
11. Save data as required to support product generation.

REFERENCE(S):

1. AIS Software Users Manual
2. AIS System Operator's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.4.7 PERFORM DATA BASE UPDATES

CONDITION(S): Given an operational Automated Information System (AIS), tactical intelligence analysis data, message updates for baseline databases.

STANDARD: Database is updated with most current information.

PERFORMANCE STEPS:

1. Determine data which qualifies for use as an update.
2. Identify data base which updates apply to.

3. Determine software interface that supports update.
4. Resolve ambiguous updates.
5. Insert new records.
6. Edit existing records.
7. Delete records.
8. Verify changes.
9. Annotate information used for updates.
10. Propagate changes to applicable system tables.
11. Notify system administrator when database backups are needed.

REFERENCE(S): AIS Software User's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.4.8 ACTIVATE A COMMUNICATIONS INTERFACE TO DRAFT AND RECEIVE MESSAGE TRAFFIC

CONDITION(S): Given an operational Automated Information System (AIS) with record message traffic capabilities, designated message format and message traffic

STANDARD: Connection to the communications software is established to review message traffic, extract pertinent data and draft a new message.

PERFORMANCE STEPS:

1. Identify message requirements to communications administrator.
2. Establish a user interface with the communications software.
3. Configure message template(s) (if applicable).
4. Review received message traffic.
5. Save messages requiring further review.
6. Draft designated message.
7. Verify Plain Language Address (PLA) of recipients.
8. Assign precedence appropriate to content of message.
9. Submit message for review by releaser.

REFERENCE(S):

1. AIS Software User's Manual
2. User's Handbook for Message Text Formats (JUH-MTF)
3. Joint Army-Navy-Air Force Publication (JANAP) 129, Automatic Digital Network (AUTODIN) Operating Procedures
4. NTP 3, Telecommunications User's Manual
5. ACP-117, Allied Routing Indicator Book with Supplements 1-6

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 8621.4.9 PERFORM PREVENTIVE MAINTENANCE OF AN AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given an AIS, necessary materials and preventive maintenance schedule.

STANDARD: AIS preventive maintenance is performed per the maintenance schedule.

PERFORMANCE STEPS:

1. Inspect exposed surfaces of computer for excessive wear/damage.
2. Notify maintenance technician of damage.
3. Clean monitor screen.
4. Remove foreign material from system surfaces.
5. Clean filters.
6. Clean drive unit heads.
7. Vacuum inside of computer racks (if applicable).

REFERENCE(S):

1. AIS System Manual
2. AIS System Operator's Manual

ADMINISTRATIVE INSTRUCTIONS: Performance steps not always conducted each PM period but will be for the sake of evaluation.

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DUTY AREA 5 - AUTOMATED INFORMATION SYSTRM (AIS) ADMINISTRATOR PROCEDURES

TASK: 8621.5.1 PERFORM SOFTWARE LOAD ON AN AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given an AIS, operating system software, application software, AIS Software User's Manual.

STANDARD: Software is loaded per the references.

PERFORMANCE STEPS

1. Insert page changes to installation instructions when received.
2. Review installation instructions.
3. Prepare disks for software loading.
4. Load Operating System (OS) software.
5. Load application software.
6. Verify operation of software components.
7. Perform hardware diagnostics (if applicable).
8. Load mapping data (if applicable).
9. Load database data (if applicable).
10. Validate software release using Version Description Document.

REFERENCE(S): AIS Software User's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8622.5.2 PERFORM OPERATING SYSTEM (OS) ADMINISTRATION FOR AN AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given an operational AIS, necessary materials and references.

STANDARD: AIS operating system is administered per the references.

PERFORMANCE STEPS:

1. Monitor system files for errors.
2. Investigate problems reported by users.
  - a. Attempt to resolve.
  - b. Identify alternative means for user to accomplish task(s).
  - c. Document problem.
3. Manage disk space usage on the system.
4. Conduct system backups as required.
5. Provide recommendations for configuration change when hardware failure is encountered.
6. Assist users in tailoring their operating environment (if applicable).
7. Configure network related files for connection to other systems.

REFERENCE(S):

1. AIS Software User's Manual
2. AIS Operating System Administrator Manual(s)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.5.3 PERFORM DATABASE MANAGEMENT FUNCTIONS ON AN AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given an operational AIS, baseline and tactical database records and necessary materials.

STANDARD: AIS Database are managed per the references.

PERFORMANCE STEPS:

1. Verify operation of the database management system following a software load.
2. Identify software installation steps which can be used to recover an inoperable database.
3. Describe database(s) and their sources.
4. Load baseline database records.
5. Execute database utilities to correct data load, update system tables or enhance query performance.
6. Maintain system tables which support query tools and applications.
7. Demonstrate use of Structured Query Language (SQL) to view, update and delete records and to execute database management system functions.



8. Perform user management tasks.
9. Manage database storage space.
10. Keep users informed of data available on system.
11. Assist users authorized to perform database updates.
12. Notify database sources of requirements change.

REFERENCE(S):

1. AIS Software User's Manual
2. AIS System Operator's Manual
3. Database Management Administrator Manual(s)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.5.4 CONDUCT OPERATING SYSTEM COMPUTER SECURITY ON AN AUTOMATED INFORMATION SYSTEM (AIS)

CONDITION(S): Given an operational AIS, system users, Software User's Manual, System Operator's Manual and applicable security regulations.

STANDARD: AIS security is maintained per the references.

PERFORMANCE STEPS:

1. Determine security features are active.
2. Verify users are using passwords.
3. Create user account for new user (if applicable).
4. Maintain user access levels.
5. Verify use of classifications in data files.
6. Review security related logs for unauthorized access.
7. Review operating system logs for unauthorized use of system.
8. Review permission settings on system files.
9. Enforce periodic changes of passwords.
10. Apply security patches to operating system as directed by the system software support activity.
11. Report suspected security or access violations.

REFERENCE(S):

1. AIS System Operator's Manual
2. AIS System User's Manual
3. OPNAVINST 5239.1A, Department of the Navy ADP
4. AIS Operating System Administrator manual(s)

ADMINISTRATIVE INSTRUCTIONS: Operators of the AIS required for individual to monitor their use of the system.

TASK: 8621.5.5 PERFORM TACTICAL COMMUNICATIONS PROCESSOR (TCP) ADMINISTRATION

CONDITION(S): Given an operational Automated Information System (AIS) with an integrated communications processor, list of addressees and routing indicators, user message requirements and message traffic.

STANDARD: TCP is administered per the references.

PERFORMANCE STEPS:

1. Initialize COMSEC equipment for external circuit.
2. Patch hardware for external circuit.
3. Update user profiles.
4. Update routing indicator tables.
5. Modify message routing criteria.
6. Monitor processor status.
7. Regulate disk space usage.
8. Perform routine message archiving.
9. Retransmit message as required.
10. Edit messages which contain format errors.
11. Respond to processor alarms.
12. Transmit message approved for release.
13. Isolate problem causing circuit outage.

REFERENCE (S):

1. AIS Software User's Manual
2. AIS System Operator's Manual
3. Communications Security (COMSEC) equipment Operator's Manual
4. Joint Army-Navy-Air Force Publication (JANAP) 128, Automatic Digital Network (AUTODIN) Operating Procedures
5. ACP-117, Allied Routing Indicator Book with Supplements 1-6

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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TASK: 8621.5.6 MAINTAIN SYSTEM FILES USED WITH DATABASE QUERY INTERFACE

CONDITION(S): Given an operation Automated Information System (AIS), database loaded, default query support files and requirements to base modification on.

STANDARD: Operator's ability to perform queries is optimized.

PERFORMANCE STEPS:

1. Review request for system file modifications.
2. Update data definition tables which support object definition software (if applicable).

3. Determine if an object exists which can be modified.
4. Modify an existing object definition.
5. Determine file location for new object definition.
6. Create a new query object.
7. Conduct database performance tuning to support change.
8. Test object using standard query tool.
9. Modify user query to perform functions not available via the user query tool.
10. Maintain backups of the query system files and associated queries.

REFERENCE (S): AIS Software User's Manual

ADMINISTRATIVE INSTRUCTIONS:

1. Operational AIS consists of powered up computer, software loaded and ready for individual's use.
  2. Task intended for AIS such as TERPES and TAMPS.
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TASK: 8621.5.7 MAINTAIN SYMBOLOGY FILE FOR INTELLIGENCE RELATED MAP DISPLAYS

CONDITION(S): Given an operational Automated Information System (AIS), default symbology file and sketch of a new symbol.

STANDARD: Symbols file is maintained per the references.

PERFORMANCE STEPS:

1. Copy existing symbol definition that is similar to new one.
2. Modify symbol to represent sketch.
3. Create symbol using sketch.
4. Delete unused symbol definitions.
5. Backup symbol file(s) following changes.
6. Assist users in determining proper symbol to represent activity.

REFERENCE(S):

1. AIS Software User's Manual
2. FM 101-5-1, Operational Terms and Symbols
3. FMFM 3-2, Military Symbols

ADMINISTRATIVE INSTRUCTIONS: Operational AIS consists of computer powered up, software loaded and ready for individual's use.

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